

## **QUESTIONS AND ANSWERS TO RFQ PR-HQ-04-11043**

**Q1.** Under item #001A “Response Manager” it lists an estimated quantity of 15,000. We are assuming that you are referring to “estimated quantity of man-hours. Are we correct?

**A1.** Estimated Quantity for services is changed to read “Estimated Quantity Labor Hours” see Amendment 1.

**Q2.** Under Item# 0033 - generator - 5 KW (Estimated Quantity = 750). We find it difficulty to conceive that your are referring to 750 man/hours.

**A2.** Estimated Quantity for equipment is changed to read “Estimated Usage Days” see Amendment 1.

**Q3.** Does your procurement have to comply with SBA Non-manufacturer rules?

**A3.** The results of this procurement will be a services contract.

**Q4.** In the past, your agency has always encouraged the participation of small and disadvantaged businesses under the caption “Mentor/Protégée relationship as a part of the pre-award requirement. We would like to see your solicitation modified to reflect such a relationship as part of the pre-award requirement. We believe that if such a relationship is made a part of your solicitation small firms like us would be assured of being a member of a proposed team.

**A4.** The procurement is currently a 50% small business set-aside.

**Q5.** Is this a 100% small business set-aside with 2 awards expected or a full and open solicitation with a partial small business set-aside.

**A5.** At this time it is undetermined if the procurement will be 100% set-aside or partial set-aside. Two contracts will result from issuing solicitation PR-HQ-04-11043. Currently we are only will soliciting proposals from small businesses. After evaluation of the sources sought (which was advertised under PR-HQ-04-12007), RFP PR-HQ-04-11043 will be amended to identify the classification of the currently undetermined portion.

**Q6.** If this solicitation is a partial small business set aside, why are the requirements the same for small businesses as for the full and open aspects of the RFP, while the pricing for the full and open

aspects is only one half that of the small business?

**A6.** The solicitation has been amended to reflect 50% for the small business and 50% for the undetermined aspect.

**Q7.** Is there any requirements for small business to perform a minimum effort on the contract?

**A7.** Yes, in accordance to FAR Clause 52.219-14(b)(1) *Services (except construction)*. *At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.*

**Q8.** Section B.4.F Advance Approval indicates all costs must be paid by the contractor as a precondition to Government payment. Will there be an exception to this for small businesses for ODCs?

**A8.** No

**Q9.** Section E.2.A requires a QMP to be submitted as a separate and identifiable part of its technical proposal. Section L.11 requests an outline of a Quality Assurance (QA) Program Plan. Should both a QMP and an outline for a QA Program Plan be submitted as part of the technical proposal?

**A9.** Yes, both are required.

**Q10.** Section L.11.D “Sample Work Plans,” requests sample work plans for the two removal scenarios that follow. Section M.3..D indicates we will be evaluated on our approach. Since both scenarios are emergency in nature, should we prepare a work plan for the emergency short term or a general approach?

**A10.** Section L.11.D(1) states, “Your approach to both short and long term responses, including a description of the technical methods, management approach and analytical needs.”

**Q11.** Section L indicated the technical proposal must be submitted in an original and five (5) copies. Should the cost proposal also be submitted as an original with (5) copies?

**A11.** Yes, the RFP requires the submissions of five (5) copies of both the cost proposal and technical proposal.

**Q12.** Section M.3 Evaluation Factors provides a point scores for each section of the technical proposal totaling 100 points. Will technical proposal be ranked by total points? Will there be any minimum point requirements for any section of the technical proposal? Will any criteria be deemed more important than others? If so, which criteria are deemed most important?

**A12.** The technical proposal will be evaluated in accordance with M.3(b). The points will be assigned by the Technical Evaluation Panel according to the responses provided in each category. The criteria for evaluation are listed in M.3(b).

**Q13.** Attachment 9-Wage Determinations provides a website to obtain SCA Wage Determinations. SCA Wage Determination 96-0223 for nation wide cleanup services is referenced in Attachment 9, but is not available on the website. Would the Government please provide this wage determination?

**A13.** SCA Wage Determination 96-0223 is not available on the site indicated. EPA will provide this information on our website at <http://epa.gov/oam/srpod>.

**Q14.** A response to these questions is critical to the preparation of our proposal and due to the complex delivery requirements, will the Government please provide reasonable extension to the due date?

**A14.** An amendment will be posted on 7/15/04 to extend the date for receipt of proposals to 8/12/04.

**Q15.** Does the Region historically conduct 20 concurrent task orders as implied in this solicitation? This is 2 contracts are anticipated to be awarded with each having demonstrated capability to perform 10 concurrent projects.

**A15.** The RFP requires offerors to demonstrate capabilities for ten (10) concurrent removal actions as stated in Section L.11.4.

**Q16.** If a Small Business is awarded the Large Business contract will the Small Business still only be able to perform up to 50% of the contract value?

**A16.** If the sources sought evaluation justifies a full and open contract is to be awarded and a small business is awarded the full and open contract the Government will order the minimums specified in the two contracts then each contractor will be given a fair opportunity to compete for additional orders. See clauses entitled "INSTRUCTIONS CONCERNING THE ESTIMATED QUANTITIES IN CLAUSE B.1 added by Amendment 1.

**Q17.** RFP Section L.6 - Please clarify whom the proposal should be addressed.

**A17.** The RFP should be addressed to the attention of the Contracting Officer - Tanya Hoston.

**Q18.** Section L. - Comment/Clarification: The two scenarios are both labeled "Scenario 2."

**A18.** The number of the scenarios in Section L has been corrected in Amendment 001.

**Q19.** Section L.14 provides for the governments estimates of Other Direct Costs (ODCs) at \$15,3000,000. Are we to assume that this is an annual estimate total for the ODCs that should be applies for the base year and each of the option years?

**A19.** Apply 50% of the Government estimates for ODCs annually.

**Q20.** No contract total is requested as part of the pricing (i.e. Base year plus 4 option years) - is this intentional?

**A20.** This is addressed in M.1 "Evaluation of Options," and M.3 (c) "Evaluation Factors For Award" - (Evaluation of Cost/Price).

**Q21.** Section L.10(a)(2) Font size reference: Would the government please consider allowing a smaller font size (maybe 8-10) for graphics (tables, charts, figures, etc.) as a 12 point font would make some harder to read/follow rather than easier?

**A21.** 12 point font is required.

**Q22.** In accordance with FAR 52.219.11 Price Evaluation Adjustment for Small disadvantaged Business concerns, will the pricing be adjusted for other Full and Open large business concerns bidding if we submit proposals on the Full and Open as well as the Partial Small set-aside?

**A22.** Clause 52.219.11 is "Special 8(a) Contract Conditions, your reference seems to be Clause 52.219-23 "Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns". If a full and open contract is to be awarded this clause will be included in the procurement through an amendment and all conditions of the clause will apply.

**Q23.** Section L.10 requires that the proposal be submitted with “two-sided” printing. This requirement is burdensome for a small business. Can this requirement be waived since it will require many small businesses to go to an outside company for reproduction support?

**A23.** Clause 52.204-4 requires double-sided and recycled paper be used.

**Q24.** Section L.11 Criterion C.2 Response Managers (page L-7), please clarify what is meant by “Response Manager **category**” in paragraph 3, line 4.

**A24.** The reference to “category” has been removed in Amendment 1.

**Q25.** Are we correct to assume that resumes are only required for the Program Manager and the Response Managers and not the other labor categories, even though there are position descriptions in the RFP?

**A25.** Yes, as described in Section L.11(a)C.

**Q26.** How do you obtain the DOL Wage Determinations? The web site requires a subscription and indicates the determinations are not official. Do you expect all offerors to purchase a subscription?

**A26.** The web addresses listed in Attachment 9 do not require subscriptions.

**Q27.** Article L.11.D. Sample Work Plans, states “the Offeror shall prepare sample work plans for the two removal scenarios that follow.” Article M.3, paragraph D, states “Offerors shall be evaluated on their demonstrated understanding of hazardous substance on-site response situations by describing their proposed managerial and technical approach in dealing with the sample scenarios located in Section, L.” It is our practice to develop and submit work plans for removal activities of a non-emergency nature; however the two scenarios provided in Article L.11, paragraph D are clearly emergency response actions. Please clarify if the EPA wants work plans for the emergency response actions described in Article L.11, Paragraph D, or a description of managerial and technical approach as described in Article M.3, paragraph D?

**A27.** The approach identified in Section L.11.D is the required method.

